

# REPORTS INVENTORY

CONTROL NO.

DDS/OF-046

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

Loss of Classified Material & Other Significant Developments

2. TYPE OF REPORT

STATISTICAL

☒ NARRATIVE

MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

LOGISTICS

SECURITY

MEDICAL

☒ FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

4

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Annually

6. DISTRIBUTION (No. of components not number of copies)

1

7. FORMAT (memorandum, form computer print-out, etc)

Memorandum

8. ADP PROCESSING

YES

IF YES GIVE ADP PROCESSING NO.

☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

EO/OF

10. PREPARING COMPONENT (include lowest level contributing information to report)

Chief, C&L Division

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

## 12. COST FACTORS

### A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
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GS-07	\$4.41		1/2	=	\$2.21		1	=	\$2.21
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### B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR

\$ 2.21

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

To report to the Director of Finance that all employees have read the Executive Director-Comptroller's memorandum, dated 6 September 1967, regarding the failure to report to proper authorities the loss of highly classified reports and material.

## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☒ RETAIN AS IS ☐ OTHER (explain)

☐ CHANGE

☐ DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS	DOLLARS
1/2 hr.	\$2.21

16. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100100050-1